Gopher State Events Race Prep "Cheat Sheet"/Checklist

I. General Guidelines

† All participants get a time and a place. Work with the event director to determine when to shut down.

† Remember that we rely on good interactions with our clients to get a chance to return the next year.

† Be professional. Be friendly but focus on the job at hand and adhere to our process, being careful not to compromise on anything that might negatively affect our job performance.

II. Pre-Departure Checklist

† PC prep: charged, latest software, latest data, run updates, synch DropBox

† Make sure your RFID box is charged.

† Charge camera and GoPro AND MAKE SURE DISKS ARE EMPTY!

† Make sure your cell phone is charged. Have 612.720.8427 (Bob Schneider) and 612.616.8547 (Bob Bakken) programmed in.

III. Upon Arrival - Touch base with event director to

† Verify start/finish (if necessary)

† Deliver bibs (if necessary) and explain pre-reg/extras

† Verify how race day registrations will be delivered to tent

† Check on awards (number of open/age group and duplicate awards)

† Check on hard copy results posting (who, where, etc)

† Ensure they collect AT THE MINIMUM from all participants (encourage email, city, st).
- Name
- Age or DOB
- Gender
- **BIB NUMBER** (this almost always needs to be written on by hand and is often forgotten)

o **On-Site Set-Up** Get to site at least two hours before the race and follow this order:

† Tent, computer, printer, hot spot (so data entry can begin)
- Test the printer

† Mats, timing boxes, power (duct tape Ethernet cable into PC)

† Finish line fencing or cones

† Start/Finish signage

† Visible Clocks

† Camera/Go Pro Stand

† Login to http://www.gopherstateevents.com and open results screen in separate tab

IV. RFID Timer Set-Up (follow prompts on desktop sticky notes carefully, slowly, and calmly)

V. Check Events Screen settings on RaceWare software

VI. Starting the Race

† Start your wristwatch

† Then set the start time on the RFID screen on the software

    a. When your watch is at a "whole minute", click "Start Now"

    b. Then subtract the whole minutes from the time and click "Set Time"

† Once everyone has departed, collect chip start data

† Set race delay if necessary on Results screen if necessary

† Start visible clocks

† Write down & enter on the RFID screen the bib and time of the winner from wristwatch

VII. During the Race

† Check system results for winner against your manual time to ensure all is correct.

† Follow the pattern: Append-Upload-Check Results Online-Send Results email.

† Occasionally check to see that all is good (start times, etc)

VIII. At the End of the Race

† Make sure all participants have finished before shutting down. Stop the timing system last.

† Print AWARDS results on demand for event director

† If possible, touch base with the event director to thank them

IX. Post Race

Before shutting the computer down, do the following:

† Create ALL text files

† Upload the race file to Dropbox-Race Files

† Upload data from RFID screen (raw data, reads, and start data for sure… others as needed)

† Make pictures available upon returning homw